

Draft Standards Advisory Committee Minutes  
July 26, 1999  
NIST North Room 152  
9:30 – 11:00 a.m.

Attendees: Lyn Beary, CSTL; Belinda Collins, TS, Chair; Lisa Fronczek, MEL; Frank Gayle, Program Office; Dale Hall, MSEL; Mike Hogan, ITL; Krista Johnsen Leuteritz, TS, Secretariat; John Mayo-Wells, EEEL; Neville Pugh, TS; George Quinn, MSEL; Bob Saunders, PL; Joel Zingeser, BFRL

The Chair invited all to attend a September 1 workshop in Lecture Room D from 9 to 11:30 a.m. entitled: "The NIST Office of Standards Services (OSS): What Does It Do? What Can It Do for You?" She asked the SAC members to spread the word about this workshop in each of their OUs. The Chair then handed out a Centennial planning sheet detailing the March 7, 2001 Symposium on Standards in the Global Economy. Several SAC members had helpful suggestions for SDOs to involve and things to think about as we continue to plan for this event. Members are asked to think of topics for the Symposium and forward them to Belinda Collins and Krista Johnsen Leuteritz.

Several of the OUs reported out on their standards activities. Of note: MSEL mentioned it is undertaking a project to describe the materials measurement infrastructure. By the end of 1999, MSEL will issue a publication on this project. The grand vision is to develop a widely accepted description of the infrastructure, which can then be used as one of the bases for materials metrology planning. MSEL will have an off-site in November focusing on standards. The SAC Chair was invited to participate. MSEL also asked the other OUs for best practice guides for test methods as examples from which they can learn. MSEL hopes to create some best practice guides in the near future.

The ITL representative shared the top 5 international standards activities that were submitted to the NIST Deputy Director, at her request, in which ITL can make a difference. They are: standards activities relating to computer security, next generation Internet, Java technology, XML technology, and biotechnology – fingerprint technology.

Several OUs mentioned that they have moved to a whole new way of doing business with SRMs in recent months. The issues of developing documentary standards, particularly test methods that support the development and/or application of SRMs, was brought up as an activity for SAC to track.

The Secretariat mentioned that she had made a presentation to the Research Advisory Committee, or RAC, regarding training on voluntary consensus standards for NIST technical personnel. The RAC's recommendations will be forthcoming in early 2000. Briefly, however, the RAC believes that some training in voluntary standards activities is needed. OSS has volunteered to work on a training module for NIST.

The Chair announced that the Conformity Assessment Guidance that NIST is required by OMB to create was released from NIST and has gone to OMB for clearance to publish in the Federal Register for comment. She also noted that the ANSI National Issues Committee has prepared two

drafts of a National Standards Strategy. ASTM and NIST are hosting a two-day follow-on meeting to work with these drafts and attempt to create greater consensus on a strategy.

The Chair mentioned that she had participated in a congressional staff briefing in which the concern over SMEs input and access to standards development was discussed. The MEP was mentioned as a potential vehicle for increasing SME access and understanding.

The “Guidelines for NIST Standards Committee Participants” is in final draft form. If you would like to see the draft, contact Krista at [KJL@nist.gov](mailto:KJL@nist.gov) or call ext. 5104. The document, “Towards Strategic Management of Standards Activities at NIST”, NISTIR 6292, was published and circulated to all NIST Division Chiefs and higher. A copy of the contents of a memo from Ray Kammer dated July 27, 1999 that stresses the document’s use as a planning tool, is below. OSS will be following up with the Program Office on implementation.

#### MEMORANDUM FOR Division Chiefs and Higher

From: Raymond G. Kammer  
Director

Subject: Toward Strategic Management of Standards Activities at NIST

Two months ago, you received from me the NIST Policy on Voluntary Standards Activities. In the interim, the attached document, Toward Strategic Management of Standards Activities at NIST by Krista Johnsen Leuteritz, has been published as NISTIR 6292. This document is being distributed to all staff who are known to participate in standards activities. It describes strategic standards management and its potential use by DoC/NIST. It also describes the role of NIST’s Standards Advisory Committee (SAC) in defining a plan that each NIST OU can tailor to manage its own standards activities. The document provides a checklist for use by OUs as they set priorities and implement activities in support of standards-related work associated with the NIST mission.

I recommend you use this report as you work with your SAC representative to manage your standards activities to reflect NIST’s priorities.